

# MEMORANDUM OF UNDERSTANDING

Central Massachusetts Regional Planning Commission and Town of Grafton  
For Technical Assistance under the MassDOT Complete Streets Funding Program

THIS MEMORANDUM, is by and between the Central Massachusetts Regional Planning Commission ("CMRPC" hereafter) and the Town of Grafton ("Town" hereafter).

The Town is seeking assistance with the development of its Tier II Complete Streets Prioritization Plan. The Town has requested this assistance to supplement its limited internal capacity. The Town hereby agrees to work with CMRPC, on the development of a Tier II Complete Streets Prioritization Plan, with financial assistance provided to CMRPC through the Massachusetts Department of Transportation (MassDOT) Complete Streets Funding Program.

**CMRPC will provide the following technical assistance services to the Town in support of developing a Tier II Complete Streets Prioritization Plan:**

- *Task 1: Preliminary or Kickoff Meeting* to identify Town's vision/goals for Complete Streets
- *Task 2: Data Collection* to gather baseline information for analysis
- *Task 3: Evaluation Criteria and Prioritization* of needs to identify at least 15 proposed projects
- *Task 4: Plan Refinement and Public Presentation* to gather community input

**Town Responsibilities:**

Appropriate Town staff will notify CMRPC following MassDOT Notice To Proceed per the Town's Technical Assistance Agreement with MassDOT. Town staff will participate in the Complete Streets Prioritization planning process when called upon. Town staff will help CMRPC to plan, advertise, and convene related meetings at Town Hall or another suitable location. Town staff will work with CMRPC to consolidate documents in preparation for submitting the Final Draft Plan to MassDOT according to Complete Streets Program Deadlines. Town staff may request CMRPC's assistance with submitting the Final Draft Plan for MassDOT review and approval. Town staff may request CMRPC's assistance with modifying the Final Draft Plan as needed per MassDOT comments and edits.

**IN WITNESS THEREOF,** The Town of Grafton and Central Massachusetts Regional Planning Commission have executed this Memorandum as of the date(s) below.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Executive Officer, Town of Grafton

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Director, CMRPC

<u>Attachment B</u>				
Project:	Complete Streets Funding Program			
	Tier II Project Prioritization Plan			
Municipality:	Town of Grafton			
Consultant:	Central Massachusetts Regional Planning Commission			
Hourly Rate Summary				
	Principal Planner (hours)	Assistant/Associate Planner (hours)	Planning Intern (Hours)	Total Hours
Rate/hr	\$35.00	\$30.00	\$15.00	
A. Management & Support	10	100		110
B. Data Collection		10	100	110
C. Sidewalk Digitization	20		20	40
D. Data Input and Mapping	10	10	10	30
E. Analysis & Development of Five-Year Improvement Plan	25	100	25	150
F. Plan Refinement & Public Presentation		20	20	40
Notes: Kick-off meeting (1), Prioritization Plan meetings (4), Select Board Meeting (1)				
Total Hours	65	240	175	480
Percentage hours by position	14%	50%	36%	100%
Salary Costs by position:	\$2,275	\$7,200	\$2,625	\$12,100
Indirect Costs: 102.26%	\$2,326	\$7,363	\$2,684	\$12,373
Direct Costs: Travel				\$202
Total Fee:				\$24,675